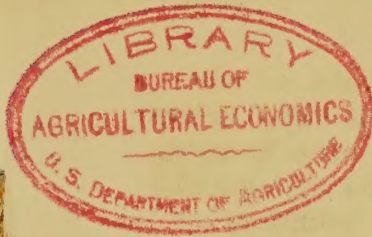


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IUNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1938 AGRICULTURAL CONSERVATION PROGRAM

Insular Region - Alaska

Procedure for Determining and Reporting Performance

Section 1. Organization. These instructions outline the method of establishing proof of performance in accordance with the provisions of the 1938 Agricultural Conservation Program, including 1938 cropland and pasture acreages and the soil-building practices carried out under the program.

Farm inspectors working under the direction of the Officer in Charge for Alaska will visit each farm which is participating in the program and assist the farm operator in determining and reporting performance for the farm. A farm inspector should not check any farm in which he or a near relative has any sort of financial interest.

Sec. 2. Procedure for Farm Inspectors. Each farm inspector will be furnished with:

- (1) The necessary measuring equipment.
- (2) Copies of the 1938 program bulletin, each supplement thereto, specifications for soil-building practices, and these instructions.
- (3) Copies of the farm report form, IR-204, and supplement 1.
- (4) A note book to keep a record of measurements and supplementary information.
- (5) Measurement records from previous programs for the farms to be visited.

The inspector will visit each farm in his assigned territory which is participating in the program and, if possible, get the farm operator to assist in checking performance. If the operator is unable to assist, he should designate someone as his representative to assist the inspector. The operator should be notified in advance of the visit, if practicable.

Sec. 3. Methods and Equipment to be Used in Checking Performance. The amount of each soil-building practice performed will be determined by accurate measurements, except practices 1(b) and 6(d). These practices will be checked from records of the quantity of trees and seed used and an inspection of the areas planted or seeded.

Whenever acceptable measurements are available from previous programs or other sources, they should be used.

The areas of fields will be calculated from measurements of the sides, diagonals, or other principal dimensions of the actual crop areas excluding uncultivated areas along fences or rows or within crop bounds. In the case of cultivated crops, one-half of the width of the row should be allowed around the edges of the crop area as the outside boundary of the field. Distances should be measured to the nearest twentieth of a chain. If chains are calibrated in tenths, one-half of a tenth may be estimated.

The acreage planted to windbreak trees can be determined in the case of a single row of trees by multiplying the length of the row by 7 tenths of a chain. In the case of windbreaks of two or more rows, the acreage can be determined by multiplying the length of the rows by the sum of the distance between the outside rows and 7 tenths of a chain.

Terraces, ditches, and check dams will be measured in linear feet. Determination of the amount of gully fill will be made by measuring the average depth, average width, and average length of the fill in feet. The product of these three measurements divided by 27 will be the cubic yards of fill.

The total cropland in the farm will be determined from the required measurements of cropland devoted to soil-building practices and an estimate of any other cropland in the farm. Records of the operator, or from previous programs, should be used in making this estimate.

The acreage of pasture land in the farm not included in the cropland will also be estimated.

The total land in the farm will be determined from the cropland and noncrop pasture figures and an estimate of any other land in the farm.

If the surveyor's chain, 66 feet, is used as the unit of measurement, calculation of acreages will be simplified because 10 square chains equal one acre. One of the following types of equipment is suggested, but other recognized methods of land measurement may be used:

- (1) Surveyor's chain and 11 chaining pins. A "dog chain" or "tie chain", 66 feet long, made of 15-gauge wire in figure 8-shaped links, and with tenths of a chain marked with numbered metal tags, makes possible sufficiently accurate measurements. Chaining pins about 12 inches long may be made from No. 9 galvanized wire.
- (2) Steel or metallic tapes, 66 feet or 132 feet in length, and 11 chaining pins.

Sec. 4. Filling out Form IR-204. The name or number of the district and the serial number assigned to the farm will be entered in the upper right corner of the form.

Items 1, 2, and 3. Enter the name and address of the producer and indicate whether the producer's payment has been assigned on Form ACP-69. If there is more than one producer on the farm insert "see supplement" and fill in the information for each producer on a copy of Form IR-204-Supplement 1.

Item 4. This item should be filled in carefully so that the farm could be located from the information shown.

Items 5, 6, and 7. Enter the acreages of total farm land, total cropland, and noncrop pasture determined in the manner described in section 3.

Item 8. Enter for each practice performed on the farm the amount of performance carried out. The farm inspector must determine that each practice which is entered was carried out in 1938 and in accordance with good farming standards for the locality and in accordance with the specifications set forth in the 1938 program bulletin and in IR-38-3. Where all of the labor, seeds, trees, and materials for any practice were furnished by a Federal or Territorial agency the practice is not to be entered on the report form. Similarly, no entry should be made where more than half of the total cost of the practice (exclusive of trees) was furnished by a Federal or Territorial agency. If less than half of the total cost (exclusive of trees) was so furnished one-half of the amount of the practice performed should be entered.

Producers should retain and have available at the time the farm is inspected complete evidence substantiating the purchase and delivery to the farm of all lime, fertilizer, and other materials used in carrying out any soil-building practices. This evidence may consist of itemized accounts, receipts, or invoices.

The acreage for each practice for which an acreage figure is required should be calculated to the nearest tenth of an acre. The amount of terracing, ditching, and check dam construction should be measured to the nearest linear foot, practice 4(a) to the nearest cubic yard, and practice 4(c) to the nearest 100 square feet. For example: Fractions of acres in hundredths amounting to 5 or less shall be dropped, while those amounting to more than 5 hundredths shall be considered as a whole tenth.

In entering data for practice 7, the amount of each lime material used shall be reported separately. If the material is other than standard agricultural limestone, hydrated or burned lime, the kind of material, as well as the amount used, should be stated. The quantity of each material used should be converted to the equivalent quantity of standard agricultural limestone and the equivalent quantities entered in the spaces provided. The following shall be used as equivalents to one ton of agricultural limestone:

Hydrated lime - - - - - 1,400 pounds,
Burned lime - - - - - 1,000 pounds,
Limestone screenings - - - - - 3,000 pounds.

In reporting practice 8, there should be entered for each fertilizer material used: (1) the kind of material, (2) the quantity used, and (3) the equivalent quantity of 20% superphosphate and 50% muriate of potash. For example: "16% superphosphate -- 300 lbs. -- 2.4 - 100 pounds"; or "4-8-8 -- 250 lbs. -- 1.4 - 100 pounds"; that is, allow 100 pounds for each 20 pounds of available phosphoric acid and 100 pounds for each 50 pounds of available potash.

The amount performed of each practice should be converted to units (computed to the nearest tenth of a unit) by dividing by the factor shown in the column headed "Amount per unit". The result should be entered in the column headed "No. of units".

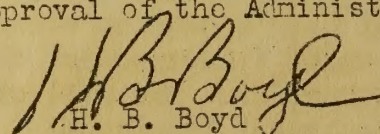
The amount entered in this column for practice 2 must not exceed 3 units per acre terraced. For practice 7 the entry must not exceed 2 units per acre lined and for practice 8, 2 units per acre fertilized. The units of all practices performed on the farm should be totaled and the figure entered in the space provided. (If the Officer in Charge determines that calculation of the number of units of each practice should be done in the office, farm inspectors should be instructed not to make the calculations in the field.)

After the farm inspector has completed the entries on the farm report he should enter the date of inspection and sign his name at the bottom of the form. The producer or his representative who assisted in determining the performance should also sign in the space provided.

Supplement 1. For farms with more than one producer participating in carrying out the practices, Supplement 1 should be filled out showing the name and address of each producer, whether his payment has been assigned, and, for each practice to which he contributed, the number of the practice and the number of units contributed by him. The units of practices should be totaled for each producer and for the farm. The farm total must agree with the total on the farm report.

Subsequent inspections. Wherever possible, the farm inspection should be made at a time when all performance for the year can be determined and reported. Where it is necessary to return for a second inspection the same Form IR-204 should be used and the additional information secured and entered in accordance with these instructions. The date of the second inspection and the signatures of inspector and producer should also be entered.

Issued August 8, 1938, with the approval of the Administrator.


H. B. Boyd
Director, Insular Division